



## **NO. 2100      COMPENSATION AND POSITION CLASSIFICATION**

- 1.0 Oklahoma City Community College ("OCCC") has a comprehensive wage and salary planning approach designed to recruit and retain highly qualified faculty and staff.
- 2.0 POSITION CLASSIFICATION SYSTEM
  - 2.1 OCCC has a position classification system which establishes salary ranges with minimum and maximum compensation that OCCC is willing and able to pay for each job consistent with the required level of knowledge, responsibility, tenure, and working conditions of that job and OCCC's available financial resources.
- 3.0 RANGE DETERMINATION
  - 3.1 Salary ranges for faculty are established by considering the regional, state, and local market and OCCC's available financial resources.
  - 3.2 All staff positions are analyzed for market comparison purposes using job specifications to develop comparable data from surveys of similar jobs in the appropriate local, state, regional and/or national labor markets. The salary range is established by considering comparable positions in the relevant labor market and OCCC's available financial resources.
  - 3.3 A Compensation Study will be conducted to ensure that job descriptions are aligned with current roles and responsibilities and that the salary ranges are aligned with the current relevant market. The time and frequency of the study will be based on industry best practices and economic climate. Any changes identified will be subject to OCCC's available financial resources.
- 4.0 SALARY PLACEMENT
  - 4.1 The hiring rate and salary placement within the position's salary range is determined by the level of qualifications held in relation to the job-specific minimum and preferred qualifications, internal equity, market conditions, and OCCC's available financial resources. This is applicable to new hires, as well as existing employees who have applied to a new position or their position has been reclassified.
- 5.0 DEGREE ACHIEVEMENT RECOGNITION
  - 5.1 OCCC is an educational institution which encourages its employees to pursue continued formal and informal education. Any degree achievement recognition pursuant to this policy is subject to OCCC's available financial resources.
  - 5.2 Regular part-time and full-time staff who earn degrees from an accredited institution of higher education during their employment will be eligible for a salary adjustment. The guidelines are as follows:
    - 5.2.1 An employee will receive recognition only once for each type of degree awarded (i.e., associate's, bachelor's, master's, and doctorate). An employee shall not receive an increase for earning a lower degree than already held.

- 5.2.2 The salary increase will be effective on the first day of the next pay period following the receipt of the official transcript in the Human Resources office conferring the degree attained.
- 5.2.3 Non-faculty staff members who have met the above criteria will be eligible for a salary increase following the degree recognition schedule below:

Associate's Degree	\$1,000
Bachelor's Degree	\$1,200
Master's Degree	\$1,400
Doctorate	\$1,600

- 5.2.4 Faculty who earn a higher level of post-secondary education above their current classification will be moved to the appropriate education level faculty salary grade. The faculty member will receive a salary increase to the minimum of the new grade, or an increase following the degree recognition schedule listed in 5.2.3, whichever is higher. Further, the availability of funds and equity within the new grade will be considered in the salary determination.

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